



**CULTURE AND ARTS COMMISSION
AGENDA**

Thursday, September 21, 2017 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real, Room 115

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL:**
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **APPROVAL OF THE MINUTES:** July 20, 2017
5. **CONSENT CALENDAR:**
6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
7. **NEW BUSINESS:**
 - a. Marketing Plan for Shakespeare-in-the-Park
 - b. Speaker Invitation
 - c. Input From Commissioners on Content of 2016/17 Annual Report to City Council
 - d. Response to Request for Proposal for Traffic Signal Controller Boxes Art Project
8. **UNFINISHED BUSINESS:**
 - a. Discussion of Word Art Project
9. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**
10. **ITEMS FROM STAFF:**
11. **ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

**Culture and Arts Commission
July 20, 2017**

1. **CALL TO ORDER/ROLL CALL:** Vice Chair Carolyn Livengood called the meeting of the Culture and Arts Commission to order at 6:41 p.m. Commissioners present: Chair Pamela Gamble, Vice Chair Carolyn Livengood, Bardi Rosman Koodrin, Pamela Madden, and Melodie Tobin. Commissioners Excused: Commissioner Jeanne George. Commissioner Absent: Carlos Gonzalez. Staff: Tim Wallace and Ludmer Aker.
2. **PLEDGE OF ALLEGIANCE:** Executive Assistant, Ludmer Aker, led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Madden/Rosman Koodrin** to approve the minutes of the May 18, 2017 Culture and Arts Commission meeting. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Election of Officers –**MSC Livengood/Madden** to keep the current officers in place until January 2018. Approved unanimously.
 - b. Results of Movies in the Park Community Voting and Commission Selection of 2017 Movies – The Commission deliberated and selected the following movies and dates:
September 1 – Hocus Pocus
September 8 – Moana
September 15 – Jungle Book (2016)
September 22 – Sing
September 29 – Raiders of the Lost Ark
8. **UNFINISHED BUSINESS:**
 - a. Discussion of Word Art Project – The Commission moved the item to their August meeting.
9. **ITEMS FROM STAFF:** Superintendent Wallace told the Commission that the Request

for Proposals for the Traffic Signal Controller Boxes Art Project will be going out in August.

10. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**

Commissioner Rosman Koodrin asked the Commission if they could invite Beth Mostovoy to come speak in one of their upcoming meetings. Commissioner Rosman Koodrin added that Mostovoy is involved with Redwood City's Art Commission and thinks she would be able to give the Commission some ideas on art projects or activities they could have in San Bruno. Superintendent Wallace said he would add it to the August agenda so the Commission could vote on extending an invitation to her.

Commissioner Livengood would like the Commission to take into consideration creating a piece of art when the new Recreation Center and Pool building is built. Superintendent Wallace replied that when there are plans for a new building, the Commission will have input on an art element that will be displayed in the building.

Commissioner Rosman Koodrin announced that she had just published her first book and would be having her first public reading at the Redwood City Main Gallery on Wednesday, July 26, 2017.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Gamble** adjourned the meeting at 7:11 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: September 21, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Marketing Plan for Shakespeare-in-the-Park

BACKGROUND:

Each year the Commission sponsors Shakespeare-in-the-Park, whereby a Shakespeare play is performed in the Rotary Pavilion at City Park by members of The San Francisco Shakespeare Festival. This year's performance will be Romeo and Juliet and will take place on Sunday, October 22 at 2 p.m.

DISCUSSION:

Attendance for this event varies significantly from year to year. Last year it was noted that attendance was higher than normal. In order to keep attendance high the Commission will ensure that the community is aware of the event through the development of a marketing plan.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: September 21, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Speaker Invitation

BACKGROUND:

The Commission continually explores potential art projects to benefit San Bruno. Occasionally the Commission invites a speaker involved in the public art sector to discuss current trends in public art.

DISCUSSION:

At the July Commission meeting Commissioner Bardi Rosman Koodrin requested the Commission invite Beth Mostovoy, board member of the Redwood City Parks and Arts Foundation, to speak at the October 19, 2017 Commission meeting. Commission will discuss and vote on whether to extend invitation to Beth Mostovoy to speak at Commission meeting of October 19, 2017.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: September 21, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Input from Commissioners on Content of 2016/17 Annual Report to City Council

BACKGROUND:

Every October the Commission presents its annual report to the City Council. The report includes the Commission's accomplishments over the past 12 months as well as its goals for the following 12 months. The Commission is scheduled to present its annual report to the City Council on Tuesday, October 24.

DISCUSSION:

Staff is seeking the input of Commissioners regarding the Commission's accomplishments during the past 12 months and its goals for the next 12 months. These accomplishments and goals will be included as part of the annual report to Council.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: September 21, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Response to Request for Proposal for Traffic Signal Controller Boxes Art Project

BACKGROUND:

The Commission has been steadily moving forward with regards to the Traffic Signal Controller Boxes Art Project. A Request for Proposal was released for the Project on August 4, 2017 with a deadline for submissions of September 8, 2017.

DISCUSSION:

The RFP elicited a total of three applications by the deadline date. Staff will present these submissions to the Commission for their review. The Commission will determine if these submissions are sufficient in terms of quality and/or quantity to move forward in the process. If the Commission determines the existing submissions are insufficient to move forward, it will need to discuss and determine how to proceed with the Project.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: September 21, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Discussion of Word Art Project

BACKGROUND:

At the Culture and Arts Commission meeting of January 19, 2017 Commissioner Livengood requested Commissioner Tobin discuss a word art project originally suggested by Commissioner Tobin at a previous meeting.

DISCUSSION:

Details of this potential project will be shared by Commissioner Tobin.

FISCAL IMPACT:

None.

ATTACHMENTS:

Picture of Belmont Fence Art

